

Surplus Property - Non-Rate Reimbursed Lab Equip. UDOT 02-42

Effective: July 1, 1995

Revised: April 1, 1997

Purpose

To establish procedures for the handling of surplus assets which are classified as non-rate reimbursed **lab equipment**. This type of lab equipment includes equipment owned by any of the Region, District, or Central Material Labs or any of the Project Labs.

Policy

The responsible manager/engineer within the Regions, Districts, or Complex will determine if equipment is excess or unusable. The Central Materials Equipment Certification Manager will approve disposal of such equipment, and the department Surplus Property Coordinator will arrange for the transfer to State Surplus Properties.

Procedures

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Responsibility: Project Engineer, Region, District, or Central Materials Engineer

Actions

1. Determine if equipment is not working or no longer needed. Send a signed Transfer of Material and Equipment Form (R-20) to Central Materials Equipment Certification. Make arrangement for transfer of equipment.

Responsibility: Central Materials Equipment Certification

2. Determine if equipment can be repaired and recertified, or if it must be property surveyed.
3. If reusable with cost effective repairs, schedule repair and recertify equipment. Then return or reassign.
4. If unusable, prepare Transfer of Material and Equipment Form (R-20) for property survey of equipment and forward to the Central Materials Equipment Certification Manager.
5. Notify Project Engineer, Region, District, or Central Materials Engineer of the disposition of equipment.

Responsibility: Central Materials Certification Manager

6. Complete and sign R-20 form for disposal of unusable equipment. Forward form to the department Surplus Properties Coordinator.

Responsibility: Department Surplus Properties Coordinator

7. Receive R-20, complete Surplus Property Form (SP-1), distribute a copy to signer on R-20, send a copy to the Central Shops Manager if temporary storage is required, send top three form copies to State Surplus Property, and file the fourth form copy.

Responsibility: Central Shops Manager

8. Receive copy of SP-1 and arrange for temporary storage of equipment until it can be picked up by State Surplus Property.

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Responsibility: State Surplus Property

9. Receive SP-1 and arrange for pick up of assets. If assets are “junk,” complete a Surplus Property Disposal Authorization (SP-3) and forward it to the department.

Responsibility: Department Surplus Properties Coordinator

10. Coordinate the pick-up or delivery of surplus assets with State Surplus Properties and the asset custodian.
11. If form SP-3 is received from State Surplus Properties, arrange for destruction of equipment. Have appropriate Region, District, or Complex complete SP-3 form and return it to State Surplus Properties.
12. Complete the procedures for fixed asset disposition outlined in **FIACCT 18-03.00**.